



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	All PERSONS INTERESTED
2	Job Classification	Office Supervisor
3	Posting Number	PN# 108971
4	Department	Finance and Administration
5	Division	Administrative Services
6	Section	Records Management Office
7		Imaging Section
8	Reporting Location	611 Walker, 1st Floor, Rusk Annex
	Workdays & Hours	Mon – Fri, 7:30am – 4:30pm*
		*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Supervises personnel in the daily operation of the Imaging Section. Reviews, organizes and prioritizes office operations and procedures. Evaluates office production, prepares and revises written procedures and devises processes to improve efficiency of workflow. Trains staff in processes and procedures related to performing the scanning services. May initiate expense reduction programs. Daily coordination of the receiving, sorting and distribution tasks related to document scanning services for various City departments. Responsible for service agreements and maintenance schedules for equipment. Prepares daily production reports. May communicate with departmental and external sources to seek resolution of work-related problems. Identifies deficient areas and provides training opportunities for improvement. Performs administrative support duties and provides back-up support to the division manager when needed.

10 **WORKING CONDITIONS**

Position is physically comfortable. Position requires stooping or bending. Routine lifting is required, such as records storage boxes; weight could be as heavy as 50 lbs.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a high school diploma or a GED.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Three years of progressively responsible document imaging experience, as well as clerical or administrative support experience are required.

13 **MINIMUM LICENSE REQUIREMENTS**

None.

14 **PREFERENCES**

Strong verbal and written communication skills. Demonstrated experience using computer applications such as MS Word, MS Excel, MS Outlook, dBase and other software related to electronic imaging and scanning. Able to demonstrate effective customer service techniques.

15 **SELECTION/SKILLS TESTS REQUIRED**

None

16 **SAFETY IMPACT POSITION**

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

	Salary Range - Pay Grade 17
\$992 - 1404 Biweekly	\$25,792 – 36,504 Annually

18 **OPENING DATE**

February 15, 2006

19 **CLOSING DATE**

Open Until Filled

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **For application status inquiries, please call (713) 837-9249.** All new and re-hires must pass a pre-employment drug test and are subject to a physical examination and verification of information is provided. **TDD (Telephone Device for the Deaf) is (713) 837-9471.**

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